

Korean National Job Opportunities

ANNOUNCEMENTNUMBER: KN002-15

TITLE-SERIES-GRADE: BUDGET ANALYST, KGS-0560-11 (1 VACANCY)

SALARY RANGE: KGS-11: 11,423 -17,951 Won per Hour

OPENING PERIOD: 22 JUNE 2015 – 29 JUNE 2015

DUTY LOCATION: Marine Forces Korea, G-8, Yongsan, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

AREA OF CONSIDERATION:

All current USFK employees and all KN outside applicants

RPA NUMBER (HRO USE ONLY):

NOTE: Full performance level KGS-11.

MAJOR DUTIES:

Perform a variety of analytical and technical budget administration functions for substantive programs and support activities which are funded through many separate sources. Programs and funding are unstable and subject to change throughout the budget year, which necessitates making frequent adjustments to budget estimates and conducting partial re-budgeting during the fiscal year. Conduct research, identifies and analyzes trends in the use of funds, and recommends adjustments in program spending which require the rescheduling of program workloads. Assists program managers and staff officials in interpreting the impact of, and planning for multi-year budgetary changes.

Compiles, consolidates, reviews, analyzes, and edits those portions of budget estimates for the employing component which pertains to personnel salaries and expenses. Evaluates data submitted for consistency with previous estimates, current levels of program operations, and anticipated changes in staffing and/or funding levels. Revises data, as necessary, for inclusion in budget reports and schedules furnished agency headquarters.

Review requests for allotments of funds. Analyze budgetary and financial data, and staffing plans submitted by program managers for consistency with financial plans, policies, and timetables of the employing components. Prepare analyses and justifications of requests for allotments of funds available in the budget.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

One (1) year of specialized experience

SPECIALIZED EXPERIENCE this includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 60% is required. 2. The passing score of former English Language proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge, skills, and ability to perform a variety of analytical and technical budget administrative function for substantive program. Ability to analyze budgetary and financial data. Ability to conduct research, identify and analyze trends in the use of funds, and recommend adjustments in program spending which require the rescheduling of program workloads.
2. Skills in basic computer skills
3. Abilities to read and write, understand English.

This position reports to the MARFORK Deputy Assistant Chief G-8.

EMPLOYMENT CONSIDERATION PREFERENCE:-

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9– Lowest).

1. All current USFK KN employees.(Korea-area)
2. All KN outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self-addressed and stamped envelope. It is imperative that each item of the application be accurately and completely filled in and the application. **Must be signed (Signature) and dated.**

Applications should be submitted via email to:

Applications that are not completed correctly, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to

removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately CHRO MCIPC at DSN 645-1030/5428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the MCIPAC Human Resources Office at DSN: 645-1030 or COM: 011 81 098 970 1030.